Manual Filing Procedures for LEC and OTH Annual Reports

1. Create an Edit Check file by clicking Admin (on the menu bar) and selecting Run Edit Checks.
2. Create a Confidentiality Listing file by clicking Admin (on the menu bar) and selecting Run Confidentiality Listing.
3. Export the annual report data to an .mdb file on your hard drive by clicking Admin (on the menu bar) and selecting Export Data to PSC. Click the Export Data to Hard drive button. **(Do not click the "Export Data and Send to PSC" button.)**
4. Create a PDF internal copy of only the annual report pages with confidential information. Each page should be stamped "CONFIDENTIAL" prior to creation of the final PDF file.
5. Create a PDF public copy of the entire annual report. Confidential data should be masked by inserting "CONFIDENTIAL" or "---CONF---" in the respective locations (i.e., cells) that you do not wish to share with the public. Data that is not masked by the program will need to be masked manually. Do not use the editing capabilities in Adobe Writer to mask the data, because under certain circumstances the confidential data may be accessible. You should print the annual report and then use tape or white-out to mask the confidential information; subsequently make a xerox copy and scan the report into PDF format.
6. Create a zip file including five files: the PDF internal copy of annual report pages with confidential information; the Edit Check file (.edt); the Confidentiality Listing file (.clf); the annual report database file (.mdb); and the export status file (.txt). The .edt, .clf, .mdb, and .txt files are named using a "report type_year_utility number" format in C:\PSC_EXP. (For the LEC report, see the TARS_V2003 folder therein; for the OTH program, see the OTHTEL folder therein.)
7. Using the Electronic Regulatory Filing (ERF) system on the Commission's web page (http://psc.wi.gov/a_erf_public/default.aspx), upload the PDF public copy of the annual report and the zip file. The PDF public copy of the annual report should be uploaded as a public file. The zip file should be uploaded as a confidential file. You must upload both files to meet the annual report filing requirements.

For questions or more information on the Electronic Regulatory Filing System, check out the Commission's web site or contact the Commission's Records Management Unit at (608) 261-8524.